

CE OFFERING CHECKLIST AND INSTRUCTIONS

RE 300 (Rev. 2/12)

APPLICATION CHECKLIST

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| 1. <input type="checkbox"/> CE Offering Approval Application (RE 315). | 11. <input type="checkbox"/> A timed course outline showing each topic and subtopic's allocated time in minutes. |
| 2. <input type="checkbox"/> Continuing education offering fee — \$350 or 500. | 12. <input type="checkbox"/> Students' final exam instructions. |
| 3. <input type="checkbox"/> Corporation requirements, if applicable. | 13. <input type="checkbox"/> Exam proctor/monitor instructions. |
| 4. <input type="checkbox"/> Fictitious Business Name Statement, if applicable. | 14. <input type="checkbox"/> Final exam and answer key with page references where answers can be found within the course material. |
| 5. <input type="checkbox"/> Consent to Service, if out of state. | 15. <input type="checkbox"/> Final exam (student version) |
| 6. <input type="checkbox"/> Copies of all student instruction materials (textbooks, student workbook, reference manual, CD's, DVD's, case studies, sample forms, articles, Microsoft® PowerPoint® presentations, etc.). | 16. <input type="checkbox"/> Course Completion Certificate (RE 302). |
| 7. <input type="checkbox"/> Copyright authorization, if applicable. | 17. <input type="checkbox"/> For live courses, Record of Attendance (RE 349). |
| 8. <input type="checkbox"/> CE Instructor Certification (RE 335). | 18. <input type="checkbox"/> For all correspondence courses, include copies of the incremental assessments (i.e. quizzes) to be utilized after each chapter or logical unit of instruction. |
| 9. <input type="checkbox"/> General Information Page (RE 308). | 19. <input type="checkbox"/> For correspondence/internet courses, issue detailed statements as noted in Regulation Section 3007(h). See form RE 312 for specific information. |
| 10. <input type="checkbox"/> Narrative course outline or text of not less than three (3) pages per credit-hour with an average word count of 200 words per page. | |

GENERAL INFORMATION

Attached is information relating to the sponsorship requirements of a continuing education (CE) offering. It is important that you and all individuals connected with the proposed offering be thoroughly familiar with the contents of this packet.

An offering approval is required pursuant to Article 2.5 commencing with Section 10170 of Chapter 3 of Part 1 of Division 4 of the California Business and Professions Code.

The sponsor/applicant is responsible for compliance with all statutory (Business and Professions Code) and Commissioner's Regulation requirements. Continuing education regulations are contained in form RE 312.

Course Fee

A separate fee is required for each application. *The processing fee is non-refundable and must be received before the application will be processed.*

- \$500** Each offering (three hours or more duration)
\$350 Each offering (less than three hours duration)

Acceptable payment methods — Cashiers' check, money order, check or credit card

- Make check or money order payable to:
Department of Real Estate
- If paying by credit card, submit a completed Credit Card Payment (RE 909) form.

Mailing Information

Hand deliver or mail the completed forms, attachments and course fee to: Department of Real Estate, Attn.: Education Section, 2201 Broadway, P.O. Box 187009, Sacramento, CA 95818-7009

Questions

If you have any questions regarding original course application requirements or "renewal procedures" for a course about to expire, please contact the Education Section at the above address or by telephone at (916) 227-0894.

Additional information and forms are available on DRE's Web site **www.dre.ca.gov**, under the *Industry Tab* and quick link labeled *Course Providers*.

WHAT TO SUBMIT

A completed application must be submitted to the Department *not less than 90 days* before the proposed commencement date of the offering (see Commissioner's Regulation 3007). Offerings *may not* be promoted as being DRE-approved until actual approval is issued.

A separate application (RE 315), course fee and related material must be submitted for *each* offering.

Incomplete applications will delay processing. If your application meets all requirements, a two (2) year certificate of approval will be issued. Renewal information can be found on Form RE 314.

All approved offerings are listed on the DRE Web site at www.dre.ca.gov. The sponsor's name, address, and telephone number, along with the course name, category, number of credit hours, and method of delivery are included on the Web site.

Basic Application Required

CE Offering Approval Application (RE 315)

Note: Minimum length of course is one hour. Credit is granted only in full one-hour increments. Method of presentation may be either live instruction or by correspondence/home study; a separate application and fee are required for each.

Additional Documents Required

- **Course Outline** - All continuing education offerings require a Course Outline with each topic and subtopic annotated with its allocated time in minutes. A sponsor shall provide each participant at least a written course outline that is a narrative outline consisting of not less than three (3) pages per credit-hour. Each page shall contain an average of 200 words.
- **Course Materials** — Copies of all instruction materials, student materials, textbooks, case studies, sample forms, CDs, DVDs, etc., to be used as a part of the offering.
- **Course Completion Certificate** — Submit a course completion certificate, in *exemplar* form as reflected on the sample DRE form RE 302.
- **General Information Page** — Prior to registration for a course, a General Information page must be provided to the student which contains all course requirements included on form RE 308.
- **Copyright Authorization** — A copyright authorization from the copyright holder specifying the material that may be used and to whom the authorization has been granted is required if copyrighted material will be used in a manner that would be in violation of the copyright laws.
- **CE Instructor Certification** (form RE 335) is required for all live course offerings. The sponsor must certify that only instructors that meet the stated qualifications will instruct presentations of this offering.
- **Fictitious Business Name Statement** — Sponsor operating under a "doing business as" ("DBA") name must include

a Fictitious Business Name Statement that has been filed with the county recorder in the county where the Sponsor maintains their principal place of business or in Sacramento County if the Sponsor does not maintain a place of business in California.

- **Final Exam** — Submit a copy of the final exam, and an answer key that references where the answers can be found within the course material. DRE requires a minimum of 70% passing score on the final exam.
- **Final Exam Instructions** — Submit a copy of exam instructions that will be provided to the student explaining all exam requirements.
- **Incremental Assessments** — Provide copies of the incremental assessments (i.e. case studies, quizzes or other form of exercises) to be utilized after each logical unit of instruction or chapter and a statement detailing the method of providing remediation to the participant after each assessment has been completed.
- **Proctored Examinations** — Final examinations for a correspondence course may be administered by a proctor designated by the Sponsor who is not related by blood, marriage, domestic partnership, or any other relationship, i.e. future employing broker, to the participant taking the examination which might reasonably influence them from properly administering the exam. Instructions must include a certification statement, with signature field that the proctor complied with all examination rules during the administration of the examination.

Notes: Participants must attend at least 90% of the approved clock hours in order to qualify for continuing education credit. Form RE 349 is a sample attendance form. All offerings shall require completion within one year from the date of registration.

Out-of-State Applicants

If applicant is a non-resident of California, a Consent to Service of Process (RE 304) must be submitted with the application.

Corporation Requirement

A sponsor that is a corporation, company or partnership shall maintain good legal standing with the California Secretary of State during any term of course approval. Upon initial application and as updates to the entities status occurs, a Sponsor is required to submit the following: A Domestic Corporation shall submit the filed Articles of Incorporation endorsed by the California Secretary of State. A Foreign Corporation shall submit a Certificate of Qualification executed by the California Secretary of State. An out-of-state Company or Partnership (whether Domestic or Foreign) shall submit one of the following documents, issued by the California Secretary of State: Certificate of Qualification, Certificate of Registration, or Certificate of Good Standing.

If this application is being filed on behalf of a California corporation, include a copy of the endorsed, Articles of Incorporation filed with the California Secretary of State.

If the corporation is not incorporated in California, submit either a Certificate of Registration, Certificate of Status, or Certificate of Good Standing issued by the California Secretary of State.

COURSE RELATED INFORMATION

Advertising and Promotional Material

All advertising and promotional material including Web sites for a continuing education offering shall not include false or misleading statements or representations and must contain only the four-digit identification number assigned by the Department immediately following the words "DRE Sponsor No." The full eight-digit course approval number shall not be included in any advertisement.

Sale of Products and Services

A sponsor or course instructor is prohibited from marketing, selling or displaying any product or service during a continuing education offering including during breaks between instructional periods. The foregoing shall not prohibit marketing activities conducted outside of the instruction room before or after the course of instruction, or outside of the instruction room during breaks in the course of instruction.

Identification & Attendance Control

Forms of Identification Accepted — A participant shall present one of the following forms of identification immediately before admittance to a live presentation of an offering or, immediately before the administration of the final examination for a correspondence offering.

- (a) A current California drivers license.
- (b) A current identification card described in Section 13000 of the California Vehicle Code.
- (c) Any identification of the participant issued by a governmental agency or a recognized real estate related trade organization within the immediately preceding five years which bears a photograph, signature and identification number of the participant.

Credit Hours (Clock Hours) Information

The offering shall have at least one successive clock hour of instruction which is based on 50 minute increments of actual instruction.

Offerings for Ethics, Agency, Fair Housing, Trust Fund Handling, and Risk Management

If you are preparing course material for offerings in the categories of Ethics, Agency, Fair Housing, Trust Fund Handling, or Risk Management, the content must meet the Guidelines as set forth in RE 329.

One-Time Offering Information

If a course is a live educational seminar, conference or symposium that will not be offered more than annually in two (2) locations covering subject material dealing with new or changing trends, concepts or innovations in areas relevant to the real estate industry, a cover letter shall be submitted identifying the course as a one-time offering and the first date it is to be offered.

Final Examinations

Final examination rules can be found in Regulation Section 3007.3. Supplemental information can be found on the Department's sample general information page (RE 308).

Correspondence/Internet Course Information

Upon submitting an application to offer a correspondence course via the internet, the sponsor shall provide access to the Department to view and evaluate the proposed course, as offered to the participant by providing a unique user name and password to review the course as it is delivered online.

Detailed statement(s) addressing the following is required for correspondence course offerings:

1. Method of control to protect the integrity of an exam administered via the internet.
2. Procedures controlling the participant's navigation through the course content to ensure the completion time is appropriate for the number of clock hours for which the course is approved.
3. A method of control that protects the integrity of the exam, ensured by a statement, signed under penalty of perjury, that the participant enrolled is the person completing the course.
4. The final examination is protected by restricting access to one-time, cannot be printable or downloadable, and must time-out after the maximum amount of time authorized for completion has lapsed.

Courses Offered by Both Traditional Correspondence (Home Study) and Internet — The Department will permit sponsors to submit one application for course approval to offer correspondence courses by both traditional correspondence (home study) and by Internet. To use both methods of presentation in a single application, all course content, quizzes, final exams, course length, etc. must be identical. Both the requirements for approval of home study courses and Internet courses must be met. If there are differences in the two methods of presentation, the sponsor must submit a separate application and fee for each method of presentation.